



The Church of Scotland

Appointment of

BUILDINGS OFFICER (CLYDE)

The Church of Scotland General Trustees

Closing date – 12 noon on *Friday, 26 November 2021*

REF: 21/21



About the Church of Scotland

The Church of Scotland is a national Church providing ministry, care, witness and service across the whole of Scotland and engaging in other parts of the UK and across the world. It has been a significant part of the life of Scotland for more than 450 years. As well as providing worshipping communities of faith that testify to the truth and relevance of the Christian faith, it also plays a significant part in community life of Scotland in a variety of ways and adds significantly to its social capital.

The Church of Scotland today works in partnership with others, including churches from around the world, ecumenical partners, interfaith networks, charities and individuals. It engages with Government and civic society, believing that the Good News of Jesus is relevant within the spheres of politics and decision-making, as well as in our local communities and congregations.



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Context of the Role

The Presbytery of Clyde (PoC) was formed in September 2020 from a union of the former Presbyteries of Greenock & Paisley and Dumbarton. The geographical area of the Presbytery is approximately 400 sq. miles, consisting of 210 sq. miles north of the River Clyde and 190 sq. miles south of the river. The northern most parish is Arrochar, the southern is Neilston, the eastern is Baldernock and in the west, the Presbytery extends over to Skelmorlie & Wemyss Bay. The River Clyde separates the north from the south with the Erskine Bridge offering the fastest road journey across the river. The road journey from the northern to southern extremity is roughly 40 miles, while the road distance and from the Eastern to Western extremity is 36 miles – both routes using the bridge.

The role of the Presbytery in the national church is to:

- encourage worship, ministry and mission in the presbytery area
- strengthen and support local congregations and their ministries
- provide oversight of congregations, ministers and elders

Within PoC there are 73 congregations that have a combined responsibility for over 200 ecclesiastical buildings. Of these buildings, over 50 are category 'A' or 'B' listed. The fabric condition of these buildings varies - many are considered good, some are fair and a few are in an inferior state.

The Church of Scotland General Trustees, the main property holding corporation of the Church, is currently working with Presbyteries, including PoC, to gather information for a new centralised asset management system. Once collected, this information will not only help to drive efficiencies in the care of the buildings but also allow a better understanding of the Church estate, and thereby inform and steer the direction, principles, policies and processes for the future.

As church buildings are such important, visual symbols of the presence of the Church of Scotland, and much of its spiritual life and social engagement happens in and around them, it is considered that there is now a great opportunity to develop them further as modern places of worship and community, while also addressing their significant repair needs and improving engagement with them as part of the wider, historic, built environment.

The overall vision is of a Church estate which has 'well-equipped spaces in the right places'.



Role Description

- Title of Post:** Buildings Officer (Clyde)
- Responsible to:** Head of Projects and Development, The Church of Scotland General Trustees with input from the Clerk of the Presbytery of Clyde
- Purpose of Post:** To assess, record and monitor the condition of ecclesiastical buildings within the bounds of the Presbytery of Clyde and help congregations plan and prioritise their fabric repairs and improvements.

Key Relationships

- The Convener and Vice-Conveners of the Property Committee of the Presbytery of Clyde, who will commission tasks in line with the priorities established by the Presbytery
- The Clerk of the Presbytery of Clyde
- The Senior Staff of the General Trustees who will provide professional oversight within a national team which involve other Presbytery Buildings Officers

Key Objectives

The key objectives of the Buildings Officer (Clyde) role are to support Presbytery and congregations in:

- discharging their maintenance and statutory compliance responsibilities in respect of the ecclesiastical buildings within their bounds and care, including the undertaking of inspections
- improving and developing their church buildings and facilities to be fit for purpose for the needs of their ministry and mission
- implementing various programmes of planned, cyclical and legislative maintenance to their church buildings

The role-holder must have a strong blend of professional and administrative qualities, particularly the ability to work constructively with a wide range of stakeholders, including ministers, consultants, contractors, church workers, other volunteers and statutory bodies. Emphasis is placed upon the role-holder operating effective financial management and forecasting in supporting congregations in producing and delivering planned preventative maintenance plans for their church and ancillary buildings.

Duties

The day-to-day responsibilities of the Buildings Officer will be to:

- carry out condition surveys of ecclesiastic buildings and prepare written reports using standard forms
- help congregations organise Church property reactive repairs and maintenance, which will involve engaging with a wide range of suppliers and building contractors
- help congregations ensure building maintenance and development projects remain within agreed scope and approved funding parameters
- see that programmes of planned, cyclical and legislative maintenance based on five-yearly inspection reports, condition surveys and relevant statutory compliance responsibilities are drawn up and implemented with due consideration of available funds and resources

- undertake dilapidation inspections of redundant buildings
- provide assistance in the collection of data for asset management and Presbytery planning purposes
- analyse records of reactive, routine and statutory maintenance to identify patterns of emerging liability on building fabric assets, and to suggest where resources should be used to discharge high priority defects
- assist congregations in managing external consultants and contractors to achieve planned outputs for programmes of routine and legislative maintenance work, and for term contracts and single capital projects, including:
 - developing appropriate risk registers and control measures
 - liaising with the Presbytery Property Committee and the General Trustees, as appropriate
 - selecting procurement methods
 - monitoring the performance of projects against specific performance indicators and operating mechanisms for ensuring adherence to technical procedures and working practices
 - analysing performance issues with a view to recommending improvements to ensure cost effectiveness, quality, speed, and safety in future project delivery
- ensure that building works obtain the necessary statutory and ecclesiastical consents, as required
- help congregations ensure that contractors comply with standards for health and safety management on all projects, including: establishing clear working practices consistent with the General Trustees Safe Buildings Team, monitoring for adherence at critical junctures throughout a contract, reviewing on completion and affecting improvement in future practices through informed comments from contractors, end users and external consultants
- monitor the performance of external contractors and consultants in projects and commissions
- maintain a project database for maintenance contractors (including large, one-off projects) with continued monitoring against programme, cost plans, quality and safety standards
- analyse cost and performance data to produce management reports and, through executing benchmarking initiatives and liaison with external organisations, create a system of continuous improvement in maintenance activities
- undertake periodic reviews of service delivery, or attending to direct complaints of procedural failure, and implementing with a consistent approach the improvement to operational structure and processes as identified as necessary and representing value for money
- help establish and participate in a national team of Church of Scotland Presbytery Building Officers
- handle e-mails, phone calls and other general queries related to Church property maintenance
- carry out any other reasonable duties arising during their employ, as directed

The Buildings Officer may also be responsible for managing and supervising staff and volunteers, including those assigned to specific initiatives and projects within the Presbytery.

Person Specification

The successful candidate will have:

- RICS, RIBA or CIOB (or equivalent body,) qualified (chartered) with at least 3 years post qualification experience, with a requirement for Continuing Professional Development
- experience of planning and decision-making processes within a large and complex organisation
- knowledge of cost estimating, negotiating tenders, financial monitoring and control
- knowledge of instructing and overseeing repair and refurbishment works, undertaking property inspections and reporting, assessing building audits, and managing professional consultants
- knowledge of preventative maintenance planning
- knowledge of health and safety legislation affecting the built environment
- knowledge of Statutory Compliance regulation, Planning and Building Regulation procedures, and experience of working in Listed Buildings
- an awareness of the related requirements of church law regarding buildings, e.g. Act of the General Assembly anent Care of Ecclesiastical Properties and the Work at Ecclesiastical Buildings Regulations
- knowledge of procurement and contractual practises and procedures
- a clear interest in supporting places of worship to be welcoming and attractive places
- knowledge of and sympathy for the core aims of the Church of Scotland
- strong interpersonal skills, to help persuade congregations that it is vital to the future of their church and community to investing time and energy into ensuring their church building and ancillary buildings are compliant and well maintained
- experience in successful problem solving and project management
- excellent skills in leadership, interpersonal relationships, negotiation and persuasion, and written and visual communication and presentation
- the capacity to work and make decisions with a high level of personal discretion

Applications will be assessed in respect of the above criteria.

Due to the major emphasis on visiting churches and working outside of the office, the successful applicant will have a valid driving licence and access to an appropriately insured vehicle.



Terms & Conditions

- The salary for this post is Grade 7 (£41,364 - £45,368) per annum – subject to ongoing pay and grading review. The successful applicant will start on point 1 of the scale and will progress on an incremental basis based on the anniversary of employment.
- This is full time 3-year fixed term post. The contracted hours of work are 35 hours per week, to be worked over seven days and this may involve some evening and weekend work. The post holder will, however, be expected to work such hours as are required for the efficient and conscientious discharge of their duties and responsibilities.
- The post will be based at the Presbytery Offices which are located at Quarrier's Village, Bridge of Weir and will require extensive travel throughout the geographical area of the Presbytery and, in addition, occasional trips beyond the Presbytery, including to The Church of Scotland's National Offices at 121 George Street, Edinburgh.
- There are 29 days annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. This provision increases to 34 days after 5 years' service. There are also 6 statutory holidays.
- A pension scheme will be made available to the successful applicant. Employer contribution rate is 14%, with a 2.5% employee contribution (there is also the option for an employer rate of 11.5%, with a zero-contribution employee rate).
- In order to comply with the Asylum and Immigration Act 1996, all candidates invited to interview will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.



Recruitment Timetable

Closing date for applications: 12 noon on Friday 26th November 2021

Interviews: Week commencing 6th and 13th December 2021

For a confidential discussion regarding the role, please contact Neil Page, Head of Projects and Developments, The Church of Scotland General Trustees, on 0131 376 3025.

How to Apply

Applications should be sent by email to recruitment@churchofscotland.org.uk and must be received by 12 noon on the closing date.

Applications should comprise:

- A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description. Please provide reference contact details for your last 2 periods of employment (this would normally be your direct line manager/supervisor). If you have had more than 2 employers in the last 3 years, please provide referee contact details for that period. References will not be contacted until later in the process.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.
- A personal information form, to be downloaded and attached.

Applications without a CV, personal statement and personal information form will not be taken forward in the process. Each document should be a maximum of 2 sides of A4.

For more information on any of our roles, please contact recruitment@churchofscotland.org.uk

